

303 S. Hammond Drive
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Monroe, GA 30655



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Walton County Planning and Development

**SUBMITTAL CHECKLIST
For
REZONING APPLICATION**

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

This list will be used to accept applications at the Planning & Development Department.

This checklist of submittal requirements does not supersede the submittal requirements attached to the rezone application.

An appointment must be made with the Zoning Coordinator/Jerri Cochran (770-266-1618) to submit applications.

- ☐ Application must be completely filled out.
- ☐ Names, address and phone number of all owners of the property.
- ☐ Recorded Deed of property
- ☐ Survey plat of subject property prepared and sealed within the last ten years by a professional Engineer or Land Surveyor registered in the State of Georgia.
- ☐ Campaign contribution form
- ☐ Authorization to file if applicant is not the owner.
(Must be notarized)
- ☐ Provide written documented, detailed analysis of the impact of the proposed zoning map Amendment with respect to each of the standards and factors in Article 4, Part 4, Section 160 (A)
- ☐ 10 copies of the site plan (24X36) (Individually Folded)
- ☐ 1 reduced copy of Site Plan (11X17)
- ☐ Letter of intent with any conditions.
- ☐ Proof of Property Taxes paid on property

****Applicant shall be responsible for marking the centerline of proposed entrance for developments with white paint on the road and a stake with white ribbon on site****

